BILL NO. S-84-02- 40

SPECIAL ORDINANCE NO. S-20-84

AN ORDINANCE approving City Utilities Purchase Order Number A-33489 with Westvaco (U.S. Envelope), for the Office Services Department of the City of Fort Wayne, Indiana.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That City Utilities Purchase Order #A-33489, between the City of Fort Wayne, by and through City Utilities, and the Department of Purchasing with Westvaco (U.S. Envelope), respectfully for:

approving the awarding of the bid with respect to the purchase of 800,000 return envelopes for the Office Services Department of the City of Fort Wayne, Indiana, (Bid Reference #695);

involving a total cost of Fourteen Thousand Eight Hundred Sixteen and No/100 Dollars ($14,816.00), all as more particularly set forth in said Purchase Order, which is on file in the Office of the Department of Purchasing, and is by reference incorporated herein, made a part hereof, and is hereby in all things ratified, confirmed and approved.

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage, and any and all necessary approval by the Mayor.

Councilmember

APPROVED AS TO FORM
AND LEGALITY

Bruce O. Boxberger, City Attorney

Read the first time in full and on motion by Henry, seconded by Stier, and duly adopted, read the second time by title and referred to the Committee City Utilities (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on _____, the _____ day of _____, 19____, at _____ o'clock ____.M.,E.S.

DATE: 2-28-84

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Henry, seconded by Stier, and duly adopted, placed on its passage. PASSED ~~(LOST)~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	9	____	_____	_____	_____
BRADBURY	✓	____	_____	_____	_____
BURNS	✓	____	_____	_____	_____
EISBART	✓	____	_____	_____	_____
GiaQUINTA	✓	____	_____	_____	_____
HENRY	✓	____	_____	_____	_____
REDD	✓	____	_____	_____	_____
SCHMIDT	✓	____	_____	_____	_____
STIER	✓	____	_____	_____	_____
TALARICO	✓	____	_____	_____	_____

DATE: 3-13-84

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as ~~(ANNEXATION)~~ ~~(APPROPRIATION)~~ ~~(GENERAL)~~ (SPECIAL) ~~(ZONING MAP)~~ ORDINANCE ~~(RESOLUTION)~~ NO. S-20-84 on the 13th day of March, 19 84,

ATTEST:

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

(SEAL)

Ray A. Eisbart
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 14th day of March, 19 84, at the hour of 11:30 o'clock A.M.,E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 14th day of March, 19 84, at the hour of 1 o'clock P.M.,E.S.T.

WIN MOSES, JR., MAYOR

APPROVED BY THE STATE BOARD OF ACCOUNTS FOR CITY UTILITIES AND CIVIL CITY OF FORT WAYNE 1980

City of Fort Wayne

DEPARTMENT OF PURCHASES
NUMBER ONE EAST MAIN STREET, ROOM 940
FORT WAYNE, IN 46802

PURCHASE ORDER NUMBER
A— 33489

DATE 02/22/84
REQ. NO. 01136

THE ABOVE INFORMATION MUST APPEAR ON ALL INVOICES, BILLS OF LADING, DELIVERY TICKETS, PACKAGES AND CORRESPONDENCE.

INVOICE IN DUPLICATE

MAIL ALL CORRESPONDENCE, CLAIM VOUCHERS, ETC., TO:

OFFICE SERVICES 410
ONE MAIN STREET ROOM B-60
FORT WAYNE IN 46802

WESTVACO US ENVELOPES 7753-03
SALES/SERVICE
P.O. BOX 1166
INDIANAPOLIS IN 46206

DELIVER TO: DEPARTMENT OR DIVISION: SAME AS ABOVE

☐ CIVIL CITY

☒ XX CITY UTILITIES

APPROPRIATION AND FUND NUMBER 7-01-906-A15-44-219

CASH DISCOUNT TERMS % IF PAID WITHIN DAYS FROM DELIVERY AND ACCEPTANCE OF GOODS OR PERFORMANCE OF SERVICES. (DEDUCTION FOR DISCOUNT SHOWN BELOW)

U033489 SZ N/A

QUANTITY ORDERED	UNIT	MATERIALS, SUPPLIES OR SERVICES	UNIT PRICE	AMOUNT
		TAX EXEMPT (UNLESS OTHERWISE INDICATED)		
800	M	*001 CARRIER WINDOW ENVELOPE, 24 LB. WHITE WOVE, 4 1/8 X 8" WEB CUT POLY CLEAR WINDOW 1 1/8 X 4 1/2" PLACED 7/8" LEFT & 1/2" BOTTOM, 2 SIDE SEAM WITH MCINTYRE CUT WITH 1 1/4" SQUARE FLAP PRINTED ON FACE, BLACK CORNER CARD	10.74	8592.00
800	M	*002 RETURN ENVELOPE, 3 7/8" X 7 1/2" WEB CUT, 24 LB. WHITE WOVE, EXECUTIVE STYLE PRINTED BLACK ON THE FACE	7.78	6224.00
		PER BID REFERENCE #695		
		SUBJECT TO COUNCILMATIC APPROVAL		
		DATE_____		
		ORDINANCE NO._____		
FOR	INFORMATION:	PURCHASING 219-427-1101	TOTAL	14816.00

COMPLIANCE WITH THE DELIVERY DATE REQUESTED WILL AVOID "FOLLOW UP" CORRESPONDENCE.

UNLESS OTHERWISE INDICATED THE PRICES SHOWN INCLUDE ALL CHARGES FOR DELIVERY, PACKING, ETC., NECESSARY TO COMPLETE DELIVERY TO DESTINATION SPECIFIED.

NOTE
READ INSTRUCTIONS ON THE BACK OF THIS **ORDER**

THE CONTRACTOR OR VENDOR, BY ACCEPTING THIS ORDER, AGREES TO THE GENERAL CONDITIONS AND TERMS OF AGREEMENT ON THE BACK OF THIS ORDER.

UNLESS OTHERWISE INDICATED, THE PRICES SHOWN DO NOT INCLUDE TAXES OF ANY KIND.

EXEMPTION BLANKS WILL BE FURNISHED WHEN NECESSARY.

INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER
034508-03

IF THIS ORDER DOES NOT AGREE WITH YOUR QUOTATION KINDLY RETURN IT WITH AN EXPLANATION.

I HEREBY CERTIFY THAT THE COST OF THE ABOVE PURCHASE IS FULLY COVERED BY UNENCUMBERED BALANCES IN THE ABOVE FUNDS AND THAT THE EXPENDITURE THEREFORE HAS BEEN DULY AUTHORIZED AND APPROPRIATED.

CITY CONTROLLER

PER _____

I HEREBY CERTIFY UPON MY OWN PERSONAL KNOWLEDGE THAT THIS ORDER IS AUTHORIZED BY A PROPERLY EXECUTED AND APPROVED REQUISITION ON FILE IN THIS OFFICE.

DIRECTOR OF PURCHASES

PER _____

Reynolds+Reynolds DAYTON, OHIO LITHO IN U.S.A.

 WESTVACO

BID QUANTITIES AND DESCRIPTION:

A. Carrier Window Envelope, 24 lb., white wove, 4 1/8 x 8" Web Cut, Poly clear window 1 1/8 x 4 1/2" placed 7/8" left and 1/2" bottom, 2 side seam with McIntyre cut with 1 1/4" square flap printed on face, black corner card.

Quantity - 800,000 10.74/M Total Cost: $ 8,592.00

B. Return envelope, 3 7/8" x 7 1/2" Web Cut, 24 lb. white wove, executive style printed black on the face.

Quantity - 800,000 7.78/M Total Cost: $ 6,224.00

C. (Alternate)
4 3/16 x 9 1/2" #10 Standard Window Envelope Sub 24 Printed black on the face.

Quantity - 800,000 10.57/M Total Cost: $ 8,456.00

The above quantities will be shipped and billed to the City on an "as needed" basis. However, the total quantity listed above shall ordered by the City, and delivered within one (1) year from the date of the order.

Freight shall be included in the prices listed above.

The successful Vendor certifies that the envelopes being bid will work with the inserting and mailing equipment presently being used in the Office Services Department of the City. Any questions concerning the type of equipment used shall be directed to Mr. Mike Maloney, (219) 427-1295.

Each bidder must submit five (5) samples of the envelopes that are being bid.

 Envelope

BID QUANTITIES AND DESCRIPTION:

A. Carrier Window Envelope, 24 lb., white wove, 4 1/8 x 8" Web Cut, Poly clear window 1 1/8 x 4 1/2" placed 7/8" left and 1/2" bottom, 2 side seam with McIntyre cut with 1 1/4" square flap printed on face, black corner card.

$10.52/M

Quantity - 800,000 Total Cost: $ 8,416.00

B. Return envelope, 3 7/8" x 7 1/2" Web Cut, 24 lb. white wove, executive style printed black on the face.

$8.42/M

Quantity - 800,000 Total Cost: $ 6,736.00

C. (Alternate) for carrier
4 1/8 x 9 1/2" #10 Standard Window Envelope Sub 24
Printed black on the face.

	Dia. Seam	Web
	$11.03/M	$10.99/M
Quantity - 800,000 Total Cost:	$ 8,824.00	$8,792.00

3 Shipments

The above quantities will be shipped and billed to the City on an "as needed" basis. However, the total quantity listed above shall ordered by the City, and delivered within one (1) year from the date of the order.

Freight shall be included in the prices listed above.

The successful Vendor certifies that the envelopes being bid will work with the inserting and mailing equipment presently being used in the Office Services Department of the City. Any questions concerning the type of equipment used shall be directed to Mr. Mike Maloney, (219) 427-1295.
Kenna

Each bidder must submit five (5) samples of the envelopes that are being bid.

 Mills-America

BID QUANTITIES AND DESCRIPTION:

A. Carrier Window Envelope, 24 lb., white wove, 4 1/8 x 8" Web Cut, Poly clear window 1 1/8 x 4 1/2" placed 7/8" left and 1/2" bottom, 2 side seam with McIntyre cut with 1 1/4" square flap printed on face, black corner card.

Quantity - 800,000 Total Cost: $ 8136.00

B. Return envelope, 3 7/8" x 7 1/2" Web Cut, 24 lb. white wove, executive style printed black on the face.

Quantity - 800,000 Total Cost: $ 6736.00

C. (Alternate)
4 3/16 x 9 1/2" #10 Standard Window Envelope Sub 24 Printed black on the face.

Quantity - 800,000 Total Cost: $ 8096.00

The above quantities will be shipped and billed to the City on an "as needed" basis. However, the total quantity listed above shall ordered by the City, and delivered within one (1) year from the date of the order.

Freight shall be included in the prices listed above.

The successful Vendor certifies that the envelopes being bid will work with the inserting and mailing equipment presently being used in the Office Services Department of the City. Any questions concerning the type of equipment used shall be directed to Mr. Mike Maloney, (219) 427-1295.

Each bidder must submit five (5) samples of the envelopes that are being bid.

Tabulation of Bid:

Bid Reference No.: 695

Closing Date 2-9-84

10 NM.

Envelopes.

	A	B	C	
	℔	℔	℔	
FP NC (OK) MILLS-AMERICAN. ENVELOPE COMPANY # 17054	8,136.00 (10.17/m)	6,736.00 (8.42/m)	(ALTERNATE) 8,096.00	(10.17/m)
FP NC CURTIS 1000				
FP (OK) NC (OK) U.S. ENVELOPE (Westvaco) #1707240	8592.00 (10.74/m)	6224.00 (7.78/m)	8.456.00 (10.57/m)	
FP (OK) NC (OK) DOUBLE ENVELOPE #1169787	8.416.00 (10.52/m)	6.736.00 (8.42/m)	DIAG. 8.824.00 (11.03/m) ZIM WEBB 8.792.00 (10.99/m)	
FP NC BOISE CASCADE ENVELOPES	No bid			
FP NC GREAT LAKES ENVELOPE COMPANY				
FP NC BOWERS ENVELOPE COMPANY				
FP NC STANDARD STATIONARY SUPPLY COMPANY	No bid			

TO: CITY ATTORNEY

FROM: DEPARTMENT OF PURCHASES

APPROVED BY: _____
Aaron M. Gluck, Director

DATE: February 21, 1984

SUBJECT: City Utilities Purchase Order #A-33489

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FILE # ASSIGNED BY RECORDS LIBRARIAN

6605

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ACTION REQUESTED: Please prepare an ordinance to be introduced in City Council on February 28, 1984 approving Purchase Order #A-33489 for 800,000 return envelopes for the Office Services Department. This purchase order was assinged to Westvaco (U.S.Envelope).

cc: Department

BILL NO. S-84-02-40

REPORT OF THE COMMITTEE ON CITY UTILITIES

WE, YOUR COMMITTEE ON CITY UTILITIES TO WHOM WAS REFERRED AN ORDINANCE approving City Utilities Purchase Order Number A-33489 with Westvaco (U.S. Envelope), for the Office Services Department of the City of Fort Wayne, Indiana

HAVE HAD SAID ORDINANCE UNDER CONSIDERATION AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID ORDINANCE DO PASS.

THOMAS C. HENRY, CHAIRMAN

MARK E. GiaQUINTA, VICE CHAIRMAN

CHARLES B. REDD

JAMES S. STIER

DONALD J. SCHMIDT

CONCURRED IN 3-13-84
SANDRA E. KENNEDY, CITY CLERK

6604

DIGEST SHEET

TITLE OF ORDINANCE Envelopes S-84-02-40

DEPARTMENT REQUESTING ORDINANCE Purchasing

SYNOPSIS OF ORDINANCE An ordinance approving the awarding of the bid with respect to the purchase of envelopes for the Office Services Department of the City of Fort Wayne, Indiana. (Bid Reference #695)

EFFECT OF PASSAGE City government departments will have envelopes to carry on written correspondence.

EFFECT OF NON-PASSAGE City government departments will not have envelopes and will be unable to mail written correspondence.

MONEY INVOLVED (Direct Costs, Expenditures, Savings) $14,816.00

ASSIGNED TO COMMITTEE (President) Thomas C. Henry